

OPENING

Mayor Lisonbee brought the meeting to order at 6:00 p.m. welcoming all in attendance and led the Pledge of Allegiance.

PRESENT

Mayor Marty Lisonbee
Council member Debbie Kopp
Council member Paul Edwardsen
Council member Denny Bass

Town Recorder Michelle Kinney

ABSENT

Council member Michael McLaughlin

OTHERS IN ATTENDANCE

Commissioner Wenn Jorgensen
Commissioner Janet Prentice
Finance Director Ben Billingsley
Fire Chief Zolg
Code Enforcer Rich Ososki
Mosquito Abatement Board member Margie Ososki

EXCUSED

Town Attorney Shawn Guzman

CONFLICT OF INTEREST DECLARATIONS

1. MAYORS TOWN UPDATE

The Golden Spike is celebrating 150 years this year. They would like all towns to have a party in May for this. Mayor has passed this on to the events committee to follow up on. Southern Utah Bike association would like to partner with us on something.

2. DISCUSSION AND ACTION ON ORDINANCE 2018-24 SUBDIVISION PLAT AMENDMENT AND LOT LINE ADJUSTMENT FOR PARCELS AV-1-2-29-310, AV-AVR-3-8, AV-1330-E. OWNERS MARTY AND TISH LISONBEE

Mayor declares a conflict of interest on this agenda item and turns it over to Council Member Kopp.

TIMESTAMP: 3:43

Council Member Kopp asks if anyone has any questions or concerns about this item.

Mayor mentions that this lot line adjustment will create 2 lots from the three.

MOTION: Council Member Kopp motions to pass ordinance **2018-24**, an ordinance for plat amendment and lot line adjustment for parcels **AV-1-2-29-310, AV-AVR-3-8, AV-1330-E** making these 3 lots into 2.

SECOND: Council Member Edwardsen

VOTE:	Council Member Kopp -	Aye
	Council Member Bass–	Aye
	Council Member Edwardsen -	Aye
	Mayor Lisonbee –	Abstain

Motion passes with Mayor Lisonbee abstaining for conflict of interest.

3. DISCUSSION AND ACTION ON CHANGES TO THE TOWN PERSONNEL POLICIES AND PROCEDURE MANUAL

TIME STAMP: 6:40

Many towns have adopted a 180 day probation period. The Town would like to do this with the option to extend for another 180 days if needed at the time of the employees 180 day review.

The town would like to change the Health insurance offerings. The town will only pay insurance for the employee. The family can still be covered but the employee will have to pay that extra expense.

Retirement benefits are only for full time employees and they become eligible after the probation period.

MOTION: Mayor Lisonbee motions to make the changes to the Town's Policy and Procedure manual as prescribed.

SECOND: Council Member Kopp

VOTE:	Council Member Kopp -	Aye
	Council Member Bass–	Aye
	Council Member Edwardsen -	Aye
	Mayor Lisonbee –	Aye

The vote was unanimous and the motion carried.

4. DISCUSSION AND ACTION ON UN-AUTHORIZED JOURNAL ENTRIES PERFORMED BY PREVIOUS ACCOUNTANT TO CLOSED BOOKS

TIMESTAMP: 10:33

Hinton burdock has instructed us to reverse those changes back to the original state. We want to make this public so that anyone who has questions on this can see why this was done and can reference this meeting for any clarifications.

Question is asked if the journal entries had been requested by the auditor- No, these were entries that were requested by the accountant. It was the last day that the accountant worked for the town.

Finance Director Billingsley mentions the audit is required to be completed by the end of the year.

Margie Ososki- what is the amount? Finance Director Billingsley- in March of this year, the accountant at the time started retaining finance charges. That was a total of \$27,000 the other was for \$37,000 and \$19,000 total is \$83,000.

Jerry Jorgensen mentions he thought the water board wanted to have a meeting with the town to quickly and get this squared away. Did that meeting ever happen? No we didn't actually do that.

Mayor Lisonbee mentions that there have been communications with Hinton Burdick between previous employees and the previous mayor on these issues. At that point Hinton Burdick just told the town what action should be taken. Hinton Burdick feels as though we should reverse these entries and that this is the right course of action.

Louie Ford, Un-Authorized, what does that mean? Finance Director Billingsley mentions it is common for these things to happen at the end of a fiscal year but not books that are 2 years old.

Richard Fischer – Will this reversal fix the issue or will this cause more problems with the SSD? Finance Director Billingsley- when these entries are reversed that will not fix the issue until we figure out how much is owed.

Mayor- I have been in meeting with Chairman Merritt and Board Member Gregerson. And I think they would like to move forward.

Pam Quayle- Do both entities have the same auditor and will all of these be reconciled at the same time. Mayor Lisonbee- yes.

Rich Kopp- Going forward is having 2 sets of books the best thing for the town.

Mayor Lisonbee- we have always had separate books we just shared the same bookkeeper

MOTION: Mayor Lisonbee motions that on the unauthorized journal entries performed by the previous accountant to the closed books that we allow our current accountant to open those books and reverse those journal entries so books are as they were when they were closed.

SECOND: Council Member Kopp

VOTE:	Council Member Kopp -	Aye
	Council Member Bass-	Aye
	Council Member Edwardsen -	Aye
	Mayor Lisonbee –	Aye

The vote was unanimous and the motion carried.

5. CONSIDER APPROVAL ON REPORTS, RECOMMENDATION, APPOINTMENTS, AND ANNOUNCEMENTS:

Time stamp: 27:35

- **Events Committee- Tish Lisonbee/Debbie Kopp-** Volunteer Christmas Party was fun. The next event is January 26th for pet vaccinations. If you have any idea how to celebrate the railroad submit your ideas to Tish. Council Member Kopp thanks everyone who participated in the cookie exchange. Gerry Graham helped do the delivery. Hurricane food bank was happy to received items from our food drive.
- **Planning Commission- Cynthia Browning/Michael McLaughlin-** Planning commission on the 26th is canceled. Next is January 9th
- **Fire Department- Chief Dave Zolg, Jr.** Burn season will end on December 23rd. We will start again in March. January through part of February Chief and Volunteers will be busy with training. Be careful on the highway. Please don't burn your Christmas trees. Council Member Kopp- in the spring will we have the CPR class again? Chief- yes in January. He would like to have the office personnel become certified.
- **Engineering- Rod Mills- Mayor-**
- **Big Plains Water and Sewer SSD- Harold Merritt-**
- **Code Enforcement-Paul Edwardsen/Rich Ososki-**
- **Roads and storm drainage-** Councilman Bass- we have some dips in the roads. We need to look at those and fill them in. We actually need to saw cut the road there and fix the trenching. Janet Prentice- Danny Fox did a survey that was paid for out of his pocket and we would like to have our cul-de-sac fixed on Mount Zion Drive.

Richard Fischer- with any cul-de-sac you have to have enough room for the fire truck to turn around.

- **Mosquito abatement- Margaret Ososki-** The meeting gave the end of year report. St. George had the most mosquitoes. No Zika or West Nile mosquitos in Washington County.
- **Council**
- **Other-** Mayor Lisonbee discusses the new town website. We hope to be up and running on this by the first of the year. The website is currently under review at applevalley.teamaha.com. The website information is all searchable and is ADA compliant. On the veteran's page we would like to have a short bio and picture of each of Apple Valley resident who is a veteran. Mayor would also like to add business directory for any businesses in town and link to their website.

6. PUBLIC COMMENTS

Timestamp: 46:30

OPEN:

MOTION: Council Member Kopp
SECOND: Council Member Edwardsen

VOTE:	Council Member Kopp -	Aye
	Council Member Bass—	Aye
	Council Member Edwardsen -	Aye
	Mayor Lisonbee —	Aye

The vote was unanimous and the motion carried.

Louie Ford- Has anyone noticed the concrete coming up in chunks on the gateway project. He also expresses his concern about the pond freezing over.

Richard Fischer- Can we move dirt down in the pond. So the water will flow a little better.

Suzie: When will we be finishing Mount Zion drive all the way to the cul-de-sac? Mayor Lisonbee answers, as soon as the residents of Mount Zion Drive pay for it.

CLOSE:

MOTION: Council Member Kopp
SECOND: Council Member Bass

VOTE:	Council Member Kopp -	Aye
	Council Member Bass—	Aye
	Council Member Edwardsen -	Aye
	Mayor Lisonbee —	Aye

The vote was unanimous and the motion carried.

7. DISCUSSION AND ACTION ON THE GATEWAY PROJECT-ENSIGN ENGINEERING

Not Needed

8. REQUEST FOR A CLOSED SESSION

Not Needed

9. ADJOURNMENT

MOTION: Council Member Edwardsen motions to close the meeting.


SECOND: Council Member Kopp

VOTE:	Council Member Kopp -	Aye
	Council Member Bass—	Aye
	Council Member Edwardsen –	Aye
	Mayor Lisonbee –	Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 6:50 p.m.

Date approved: 2-6-19



Marty Lisonbee, Mayor

ATTEST BY: 

Michelle Kinney, Recorder